



January 28, 2020

To: Active Field Reservation Users

Fr: Ryan Hager, Athletic Coordinator

Re: Kannapolis Parks and Recreation Field Requests

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Kannapolis Parks and Recreation is currently accepting field reservation requests for Calendar year 2020. The high volume of requests for field usage makes it increasingly important to utilize the fields efficiently, while maintaining top quality, safe playing fields. Please complete the attached Reservation Form for the fields you wish to use. Below are some general reminders:

- ✓ We are accepting requests for field usage between **Monday, March 16, 2020 and Sunday, November 8, 2020.**
- ✓ All field rentals end at 9:00 PM. Exceptions are league games held by the Parks and Recreation Department.
- ✓ Please be as specific as possible with dates, fields and times requested.
- ✓ To make more efficient use of our ball fields and soccer fields, the fields at Kannapolis Middle School will only be utilized after all other fields are reserved.
- ✓ The soccer field at Safrit Park will only be lined for a 180' x 330' field.
- ✓ In an effort to standardize light usage and to better improve the safety for all participants, the City of Kannapolis has instituted a policy requiring all field users to purchase lights at a designated time. These lights will automatically be added to your contract at the time of field booking. The light schedule has been attached for your reference.
- ✓ All reservation request forms should be completed and returned by **Friday, February 7, 2020.** You will receive a tentative field contract indicating the field and scheduled time no later than **Friday, February 21, 2020.**
- ✓ Please understand that we will do our best to fill your field requests, but we cannot guarantee you will get the exact field and time requested. Please look over your contract!
- ✓ **If you have an outstanding balance with the Kannapolis Parks and Recreation Department the balance is required to be paid in full before we can consider your field request.**

**Payment Policy:**

After you have received your tentative contract, to secure your field reservations 50% of the contract balance must be paid prior to **March 6, 2020.** If payment is not received by this time the entire field contract will be forfeited. The remaining 50% is due half way through your field usage. This date will be indicated on your contract. All field reservations remaining on your contract will be forfeited if payment is not received. Any dates that are forfeited will be released and open for reservation on a first come, first served basis.

**Field Rental Refunds:**

Rental fees are fully refundable if the reservation is cancelled at least 5 business days before the reserved time. If cancellation of the reservation is made 3-5 business days in advance, a 75% credit will be placed on the field user account for future use. Cancellations made 1-3 business days in advance of the reservation time will be credited with 50% of the rental fees which will be placed on the user account for future field rentals. Any cancellations not made at least a day in advance, or no-shows, will be charged full price and no refund will be given.

**Field Rental - Weather Cancellation:**

In cases of inclement weather and fields are deemed unplayable and fields are closed by KPRD staff a credit will be placed on the field users' account to reflect the full rental amount.



**Rainout Hotline:**

In cases of inclement weather, the Kannapolis Parks & Recreation Department reserves the right to close any athletic field for safety or maintenance concerns. The rainout hotline number is 704-920-4344 and will be updated at 4:00 PM on each questionable day.

**Field Reservation Assistance:**

If you need any assistance during your rental, please do not hesitate to ask the Park technician on site. If you do not see the Park technician in the area call the number listed below and let them know what you need.



	<b>Kannapolis Based Organization (Resident)</b>	<b>Non-Kannapolis Based Organization (Non-Resident)</b>
Softball field without lights	\$5.00 per hour per field	\$10.00 per hour per field
Softball field with lights	\$11.00 per hour per field	\$16.00 per hour per field
*There will also be a \$5.00 per field/per time that fields are lined and dragged.		
Soccer field without lights	\$15.00 per hour per field	\$20.00 per hour per field
Soccer field with lights	\$26.00 per hour per field	\$31.00 per hour per field